

**PERSONNEL DELEGATIONS OF AUTHORITY
Title 5 (SES/SSS, SL, ST)**

NIH, Office of the Director

October 23, 2001

All delegations and redelegations included herein have the requirement that the official to whom an authority is delegated must have sufficient knowledge and expertise to exercise the authority in accordance with law, regulation, and written policy.

These delegations outline authorities that have been redelegated by the Acting Deputy Director, NIH to officials within the Office of the Director and are based on the NIH Delegations of authority issued by the Director of Human Resources, NIH on January 11, 1996, March 26, 2001 and August 21, 2001.

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Definitions:

The following definitions apply throughout the delegations:

Discretionary increases include cash awards and bonuses; recruitment and relocation bonuses and retention allowances (3Rs) or recruitment and retention incentives (2Rs); Physician's Comparability Allowance (PCA); Physician's Special Pay (PSP); pay increases.

Total compensation = annual locality salary (or special salary rate) plus discretionary increases.

DELEGATION OF AUTHORITY	DELEGATED TO	REDELEGATION AUTHORIZED TO	RESTRICTIONS/ COMMENTS
<u>Alternative Work Schedules (AWS) – SES/SL/ST</u> To modify existing AWS models [(Flexible work schedules, e.g. flexitour, gliding schedule, variable day, variable week, or maxiflex) and (Compressed work schedules: e.g. 5/4-9; 4-10, 3-13)].	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	Executive Officer	SES executives may participate in AWS but may not earn or use credit hours.
To select which existing AWS models [(Flexible work schedules, e.g. flexitour, gliding schedule, variable day, variable week, or maxiflex) and (Compressed work schedules: e.g. 5/4-9; 4-10, 3-13)] may be implemented.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	Line Managers one level below Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH.	
To implement and/or terminate selected AWS work schedules.	Same as above	First level supervisors	

DELEGATION OF AUTHORITY	DELEGATED TO	REDELEGATION AUTHORIZED TO	RESTRICTIONS/ COMMENTS
<p><u>Awards</u> – SES/SL/ST</p> <p>To grant cash awards based on special acts or services, inventions and adopted employee suggestions for individuals and groups NTE \$5,000 when total compensation is equal to or less than EX-1V and cumulative discretionary increases do not exceed \$30,000 in the preceding 52 weeks. Includes On-the-Spot awards.</p>	<p>Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH</p>	<p>None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors & Office Directors who report directly to the DDM.</p>	<p>Nominations require technical review by OD HRO prior to approval.</p> <p>Nominations in excess of \$2,500 require a recommending and approving official. Approving official must be one level higher than recommending official.</p> <p>Cash awards may not be used to circumvent the requirements and restrictions on granting SES performance bonuses.</p> <p>Single or multiple awards totaling more than \$5,000 in a 52 week period require approval by the Deputy Director, NIH.</p> <p>The maximum amount for an On-the-Spot award is \$2,500.</p> <p>OD HRO must forward a copy of all approved awards to OHRM, SASSED within 10 days of approval.</p>
<p>To approve time off awards NTE the maximum timeframes specified by the NIH Employee Recognition and Awards Program.</p>	<p>Same as above</p>	<p>None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors & Office Directors</p>	<p>Nominations require a recommending and approving official. Approving official must be one level higher than recommending official.</p>

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		who report directly to the DDM.	Scheduling of the time off is subject to supervisor's approval.
To grant length of service recognition for 10, 20, 30, and 40 years of service.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors & Office Directors who report directly to the DDM.	
<u>Leave and Excused Absence – SES/SL/ST</u> To grant annual and sick leave, and other types of paid leave authorized by law, regulation, or policy.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	First level supervisors	
To approve the advance of annual and sick leave to the extent permitted by law, regulation, or policy.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	Same as above	
To approve leave without pay (LWOP) or charge employees with absence without leave (AWOL).	Same as above	Same as above	
To excuse absence without charge to leave.	Same as above	Same as above	

DELEGATION OF AUTHORITY	DELEGATED TO	REDELEGATION AUTHORIZED TO	RESTRICTIONS/ COMMENTS
<u>Official Reprimands</u> – SES/SL/ST To issue official reprimands.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH.	First level supervisor	May not be issued without prior technical review of OD Human Resources Office (OD HRO).
<u>Physician's Comparability Allowance (PCA)</u> – SES/SL/ST To certify that a physician is required in a position relative to the payment of PCA.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors & Office Directors who report directly to the DDM.	
To approve and issue PCA agreements (electronic Form PHS-6106) and determine actual allowances to be paid to physicians when total compensation is equal to or less than EX-IV and increases are less than or equal to \$30,000.	Same as above	None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors & Office Directors who report directly to the DDM.	Higher level approval must be requested if physician reports directly to recommending official. Contracts may not be activated without prior technical review by OD HRO.
To grant exceptions to pay PCA to certain former members of uniformed services.	Same as above	None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors & Office Directors who report directly to the DDM.	Exceptions may not be finalized without prior technical review by the OD HRO.

DELEGATION OF AUTHORITY	DELEGATED TO	REDELEGATION AUTHORIZED TO	RESTRICTIONS/ COMMENTS
<p><u>Voluntary Leave Transfer Program (VLTP)</u> – SES/SL/ST</p> <p>To approve an employee's application to become a recipient of donated annual leave from the leave accounts of one or more donors.</p>	<p>Executive Officer</p> <p>OD Human Resources Officer</p>	None	The recipient of transferred leave must be affected by a medical or family medical emergency that is likely to require his/her absence from duty for a prolonged period of time (24 hours for full-time employees) and to result in a substantial loss of income because of the unavailability of paid leave.
To approve the donation of annual leave to the leave account of an approved leave recipient.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	First level supervisors	An employee may not donate annual leave to his/her immediate supervisor.
To approve a waiver of leave donation amount limitations.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH; OD Executive Officer.	First level supervisors	
<p><u>Work Schedules</u> – SES/SL/ST</p> <p>To make exceptions, on an individual case basis, to the established work schedules of full-time employees for educational purposes or under other circumstances when such exception is considered to be warranted.</p>	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	First level supervisors	